

CITY OF BURBANK

INSTRUMENT CONTROLS SUPERVISOR

DEFINITION

Under direction, to supervise, direct, and assist in the installation, testing, tuning, and maintenance of all industrial control and instrument systems in an electric generating plant and plant auxiliaries, and to perform related work as required.

ESSENTIAL FUNCTIONS

Assigns, prioritizes, schedules, directs, and assists, as a working supervisor, in the installation, testing, tuning, and maintenance of the industrial control and instrumentation systems, including computer based digital control systems for gas and steam turbine electric generating plant and plant auxiliaries; confirms critical work is addressed and completed as planned and scheduled; supervises and directs skilled power plant instrument control personnel; trains and evaluates the performance of power plant instrument control personnel; ensures and directs instrument control personnel to comply with and conform to all Burbank Water and Power (BWP) Injury & Illness Prevention Program (IIPP) and safety manual requirements; prepares and executes daily minor and major outage work plans and schedules; prepares reports, documents, and equipment maintenance histories; ensures quality of work and verifies completion of all levels of maintenance activities; may act in the absence of the next level of supervision; may drive on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the design, installation, operating characteristics, testing protocols, tuning procedures, and maintenance practices and procedures of industrial control and instrumentation systems used in the control of combustion and steam turbine electric generating plants and plant auxiliary equipment; gas combustion turbines and generators, heat recovery steam generators, natural gas boilers, steam turbines and generators, boiler water treatment, cooling water treatment, and waste water treatment instruments and controls; environmental and safety legal and regulatory requirements, including but not limited to the Boiler Safety Orders of the State of California, California Occupational Safety and Health Act, and the South Coast Air Quality Management District rules and regulations; City of Burbank and BWP policies, procedures, and practices; the principles and practices of sound personnel management and supervision.
- Ability to - accurately evaluate industrial control and instrument system conditions; determine, implement, and accomplish appropriate corrective action plans; exercise sound and independent judgment; document and report appropriate work records; read and understand piping and instrument control diagrams, loop logic diagrams, and electronic circuit schematics; communicate effectively, both orally and in writing; prepare efficiency and analysis reports; maintain logs and inventories of spare parts; organize and prioritize workloads; review and evaluate employees' job performance; effectively supervise employees; foster a teamwork environment; lead, coach, and motivate employees with clear positive work instruction; train employees in occupational environmental hazards and safety precautions; maintain full compliance with all environmental and safety rules, regulations, and laws; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: High school graduation or equivalent and four years experience as a Journey level Instrument Controls Technician in equipment maintenance and repairs in a steam-electrical plant, oil/gas refinery or plant, chemical or pharmaceutical plant, at least two years of which must be at or above the equivalent of a Senior Instrument Controls Technician.

Special Conditions & Requirements: Employees in this classification who are required by applicable laws and regulations to have respiratory protection shall comply with and conform to the American National Standards Institute's requirements on Practices for Respiratory Protection; must be willing to work on a rotating shift and keep work areas clean and organized.

SUPPLEMENTAL INFORMATION

A valid California Class "C" driver's license or equivalent may be required at time of appointment.